

Overview and Use Case

The 2021 online classroom template provides instructors with a collection of templates assembled according to best practices in online course design inside of a Canvas developmental (TEMPLATE-DEV) shell. Use this guide to navigate and utilize the tools within the 2021 online classroom template.

The Online Classroom Template Home Page

The homepage includes announcements, a banner image, additional links to the Syllabus and Course FAQs, quick links to the course Modules, and Course Goals.

1 – Announcements: Announcements posted on the homepage reflect the content created in the Announcements tool. Each online classroom template comes with an announcement titled, **MUST READ: Online Classroom Template**. If you are new to using the online classroom template, read the announcement before you begin. For more information, select the links below.

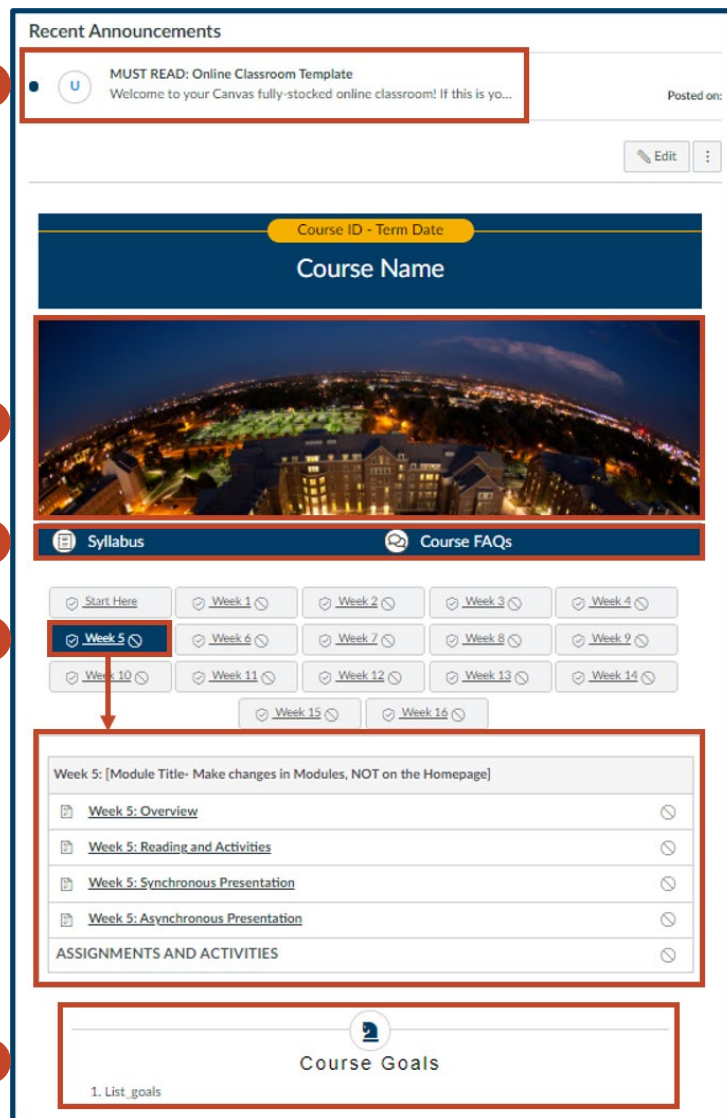
- [How do I add an announcement in a course?](#)
- [How do I show recent announcements on the Course Home Page?](#)

2 – Banner Image: The banner image can be edited from the home page by deleting the existing image and uploading a different image.

3 – Additional Links: The Home Page also includes a link to the **Syllabus** page and a link to an ungraded discussion called **Course FAQs**, which is intended as a forum for participants to ask and answer course-related questions. For more information, select the link below.

- [How do I use the syllabus as an instructor?](#)

4 – Quick links to Modules: The quick links on the home page are a reflection of the Modules Index page that can also be date activated to correspond with the course term dates. The key to working within the online classroom template is to understand that the quick links and module lists on the home page show everything in each module when that module's quick link is active.



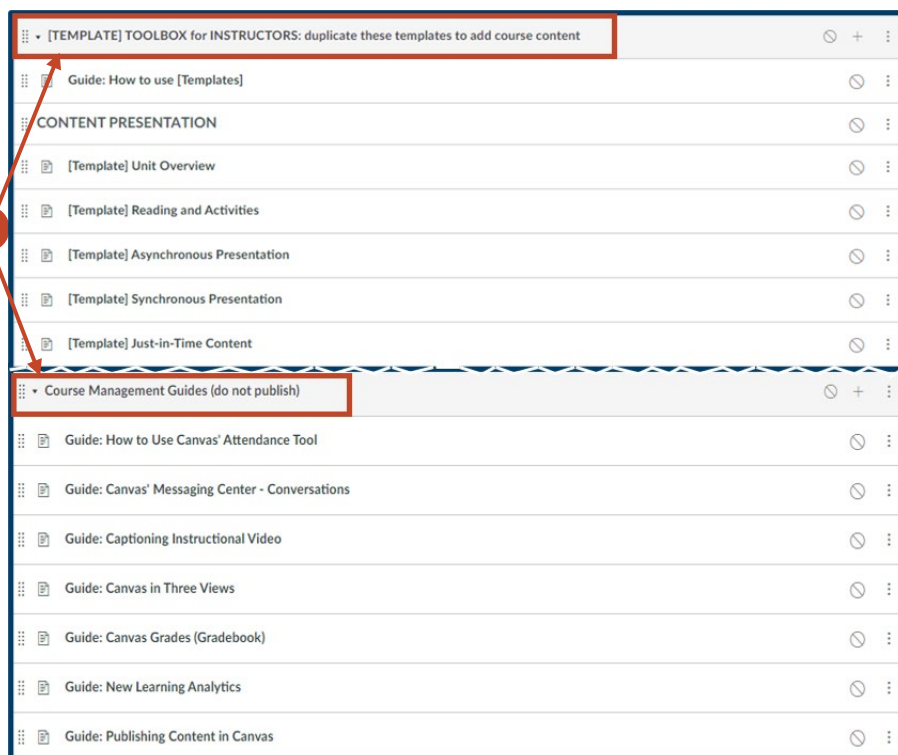
WARNING: The quick links and module lists on the home page CANNOT be edited from within the home page. Changes must be made within the modules themselves. If you make changes to your modules that are not updated on the home page, contact IDD at instructional.design@unco.edu and ask for a home page resync.

5 – Course Goals: Course Goals can be posted on the home page.

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The Online Classroom Template Modules Index Page

Canvas Modules can contain most of the tools that Canvas offers, including content pages, assignments, discussions, quizzes, files, and external links. The online classroom template also includes two unpublished instructor's modules, a student Start Here module, and one module for each week of the term.



• [TEMPLATE] TOOLBOX for INSTRUCTORS: duplicate these templates to add course content	🔍 + ⋮
Guide: How to use [Templates]	🔍 ⋮
CONTENT PRESENTATION	🔍 ⋮
[Template] Unit Overview	🔍 ⋮
[Template] Reading and Activities	🔍 ⋮
[Template] Asynchronous Presentation	🔍 ⋮
[Template] Synchronous Presentation	🔍 ⋮
[Template] Just-in-Time Content	🔍 ⋮
• Course Management Guides (do not publish)	🔍 + ⋮
Guide: How to Use Canvas' Attendance Tool	🔍 ⋮
Guide: Canvas' Messaging Center - Conversations	🔍 ⋮
Guide: Captioning Instructional Video	🔍 ⋮
Guide: Canvas in Three Views	🔍 ⋮
Guide: Canvas Grades (Gradebook)	🔍 ⋮
Guide: New Learning Analytics	🔍 ⋮
Guide: Publishing Content in Canvas	🔍 ⋮

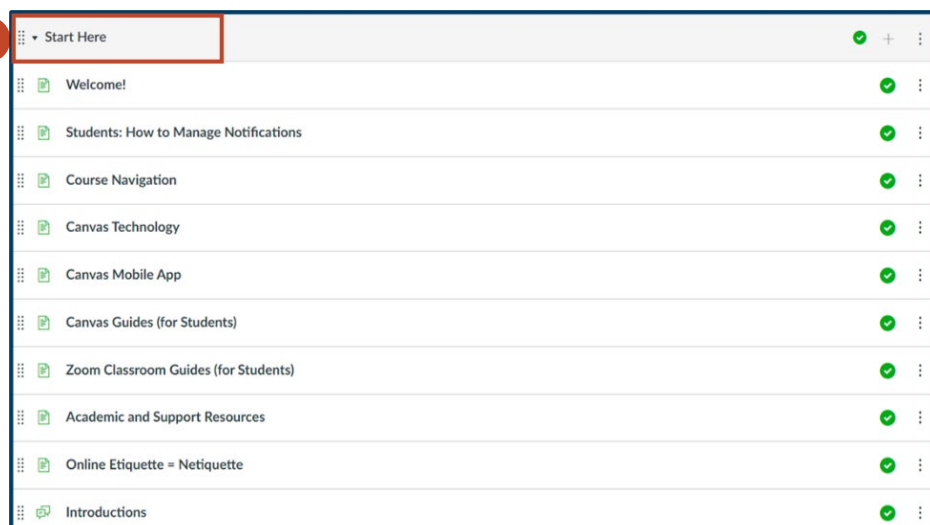
1 – Instructor's Modules: The online classroom template includes two unpublished instructor's modules within the Modules Index Page:

- The **[TEMPLATE] TOOLBOX for INSTRUCTORS** module includes two video tutorials that will get you started with editing or duplicating the template pages.
- The **Course Management Guides (do not publish)** module includes guides to help you with many common Canvas functions.
- **Please note** that the Fall 2021 online classroom template has replaced the Course Managements Guides (do not publish) module with a link to a training module.

WARNING: Most of the templates can be duplicated except for templated Canvas Quizzes. If you are importing quizzes from other courses, and would like to have the template applied, contact instructional.design@unco.edu. We can apply the template to any existing quizzes within one business day.

2 – Start Here Module: the student-focused Start Here module is designed to assist students with getting set up to work within Canvas.

The Start Here module includes two pages, the Welcome page and Introductions discussion, that can be customized to further facilitate student engagement as students begin the course.



• Start Here	✅ + ⋮
Welcome!	✅ ⋮
Students: How to Manage Notifications	✅ ⋮
Course Navigation	✅ ⋮
Canvas Technology	✅ ⋮
Canvas Mobile App	✅ ⋮
Canvas Guides (for Students)	✅ ⋮
Zoom Classroom Guides (for Students)	✅ ⋮
Academic and Support Resources	✅ ⋮
Online Etiquette = Netiquette	✅ ⋮
Introductions	✅ ⋮

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3 – Modules: Modules are set up in the online classroom template based on the number of weeks within the term. Each module includes a variety of templated pages for you to customize and add course content. The pages also include embedded guides to assist you with setting up that page. For more information, select the links below.

- [What are Modules?](#)
- [How do I use the Modules Index Page?](#)
- [How do I lock a module?](#)
- [How do I add prerequisites to a module?](#)
- [How do I add requirements to a module?](#)
- [How do I use modules to view the progress of students in a course?](#)

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The screenshot displays the 'Week 1: [Module Title- Make changes in Modules, NOT on the Homepage]' module structure on the left. The structure includes:

- Week 1: Overview
- Week 1: Readings and Activities
- Week 1: Synchronous Presentation
- Week 1: Asynchronous Presentation
- ASSIGNMENTS AND ACTIVITIES
- Week 1: Discussion (0 pts)
- Week 1: Assignment (Aug 24, 2020 | 100 pts)
- Single Use Quiz Template (1 pts)
- Single Use Exam Template (1 pts)
- GROUP ACTIVITIES AND ASSIGNMENTS
- Week 1: Group Discussion (0 pts)
- Week 1: Group Project/Assignment (20 pts)

The right side shows a detailed view of the 'Week 1: Overview' page. The page has a dark blue header with 'ABC 123' and 'Overview'. Below the header is a progress bar and a list of activities. The main content area includes:

- Introduction_text_here
- Learning Objectives
 - 1. List_objectives
 - 2. [How to write learning objectives](#)
- To Do List
 - Add_content_here
- Planning Ahead ...
 - Add_content_here

Navigation buttons for 'Previous' and 'Next' are at the bottom.



NEW FEATURE: Whenever you see the compass icon, select it to link to a related guide.